



LOS ANGELES COUNTY COMMISSION ON HIV

3530 Wilshire Boulevard, Suite 1140 • Los Angeles, CA 90010 • TEL (213) 738-2816 • FAX (213) 637-4748

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EXECUTIVE COMMITTEE MEETING MINUTES

April 2, 2012

Approved
6/25/2012

MEMBERS PRESENT	MEMBERS ABSENT	PUBLIC	COMM STAFF/ CONSULTANTS
Carla Bailey, <i>Co-Chair</i>	Al Ballesteros	None	Jane Nachazel
Michael Johnson, <i>Co-Chair</i>	Aaron Fox		Glenda Pinney
Brad Land	Whitney Engeran-Cordova		James Stewart
Ted Liso	Angélica Palmeros	DHSP STAFF	Craig Vincent-Jones
Jenny O'Malley	Mario Pérez	None	
Stephen Simon	Karen Peterson		
	Juan Rivera		
	Fariba Younai		

CONTENTS OF COMMITTEE PACKET

- 1) **Agenda:** Executive Committee Meeting Agenda, 4/2/2012
- 2) **Spreadsheet:** Los Angeles Commission on HIV, FY 2012 Operational Budget (March 2012 – February 2013), 4/2/2012
- 3) **Spreadsheet:** Los Angeles County Commission on HIV, Executive Committee, FY 2012 Work Plan, 4/2/2012
- 4) **Proposal Narrative:** Public Health Services and Systems Research: Building Evidence for Decision Making, "Preparing Planning Councils for the Future" (PPCF), 4/2/2012

1. **CALL TO ORDER:** Mr. Johnson called the meeting to order at 10:15 am.
2. **APPROVAL OF AGENDA:**
MOTION #1: Approve the Agenda Order (*Postponed*).
3. **APPROVAL OF MEETING MINUTES:**
MOTION #2: Approve the Executive Committee Meeting minutes (*Postponed*).
4. **PARLIAMENTARIAN REMARKS:** There were no remarks.
5. **PUBLIC COMMENT, NON-AGENDIZED:** There were no comments.
6. **COMMISSION COMMENT, NON-AGENDIZED:** There were no comments.
7. **CO-CHAIRS' REPORT:**
 - A. **Commission Operational Budget:**
 - Mr. Vincent-Jones reported the Commission receives the equivalent of 3% of the Ryan White award, or \$1,222,150, based on this year's \$40,738,359 award. Starting with this budget, \$49,294 of the total is in Net County Cost (NCC) funds for staff resources used for the Joint Public Policy (JPP) Committee as well as the Sacramento and out-of-town trips, as well as proposed consumer stipends. This agreement meets HRSA's concern about the use of Ryan White funds for JPP support.
 - The spreadsheet includes the FY 2011 budget and variance from the FY 2012 budget. Full FY 2011 actuals are not yet available, but are never exact as the Executive Office uses a different fiscal year which impedes accurate expense allocation. Data is fairly accurate due to the late award resulting in a late final budget that reflects many actuals.

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- Salaries and benefits remain stable except for some increase in sick buy-back available to some employees.
- Travel was increased due to fuller consumer use of local mileage reimbursement and a high number of projected out-of-town conferences. Ryan White funds may be used for four people per jurisdiction to attend the XIX International AIDS Conference, 7/22-27/2012, Washington, DC. DHSP agreed to Commission use of one space with three more funded by NCC for two consumers plus Mr. Vincent-Jones and Dr. Fariba Younai who are short-listed to present a workshop. Four attendees are planned for the All Grantee meeting in November using similar funding. The Commission is also considering sending representatives to the United States Conference on AIDS, 9/30-10/3/2012, Las Vegas. Ms. Pinney also noted that DHSP submitted the Los Angeles Coordinated Needs Assessment (LACHNA) for the American Public Health Association Annual Meeting, 10/27-31/2012, San Francisco which might entail out-of-town travel.
- Funding for supplies was increased slightly as the Commission overspent that FY 2011 line item somewhat.
- Other operating expenses are mainly covered by contracts, such as on the copiers, with small amounts for incidentals. There may be no Parking expense this year as significant validations were purchased in FY 2011. Audio-visual support is higher than the basic rate as it was a joint purchase order with the Prevention Planning Committee (PPC).
- Office space rental is the established rate. Mr. Vincent-Jones noted he continues to seek another entity to rent one or more cubicles. The County rate is quite good with a higher rate for others. Anyone interested should contact him.
- Under Contractual Expenses, data collection/analysis may be high as FY 2012 LACHNA invoices are not yet available.
- Continuum of care/standards was increased as revisions are planned for all standards and the Quality and Productivity grant will not cover them. The Comprehensive HIV Plan, Nutrition Support Study and Oral Health Evaluation of Service Effectiveness are other projects likely to use services such as copy-editing and graphics design.
- Website design/ development is in progress with the Internal Services Department (ISD). Once done, staff will upload large quantities of information.
- Commissioner reimbursement estimates expenses from the new policy that assists consumers with expenses.
- Evaluation funds the Assessment of the Administrative Mechanism and a few other items.
- The Executive Office receives 17% for Indirect Services such as human resources, payroll and training requirements.
- Some of Ms. Pinney's time will shift to HOPWA grant funds, not yet reflected.
- The final budget is likely to exceed \$1.2 million, but Mr. Vincent-Jones hoped not to expend the full amount.
- Mr. Land asked whether Commissioner reimbursements were taxable. Mr. Vincent-Jones said he was fairly certain monetary reimbursement was reported by the County. Vouchers are also available through the office.

➡ Mr. Vincent-Jones will verify whether or not PPC audio-visual expense remains on the Commission's purchase order.

MOTION #3 (Simon/Liso): Support Commission Operational Budget as amended to be ratified at the next meeting (**Passed by Consensus**).

B. Joint Commission/PPC Meeting, April 12:

- Mr. Vincent-Jones said the meeting's key purpose is to present/open public comment for the Stage 1 Comprehensive HIV Plan (CHP) draft. Comments will be incorporated for Commission approval in May to be submitted to HRSA following the meeting.
- The second half of the meeting will be mainly for the Commission and focus on Ryan White Reauthorization Principles.
- The PPC will add more information to a Stage 2 CHP prior to their CDC submission deadline in June 2012.
- There will likely be a Stage 3 period of additional dissemination and public comment prior to finalization.

C. Executive Committee Work Plan:

- Mr. Vincent-Jones reported the Comprehensive HIV Planning section is new to reflect that both the Comprehensive HIV Planning Task Force and the Housing Opportunities for People With AIDS (HOPWA) Special Projects of National Significance (SPNS) grant work are under the Executive Committee. The Work Plan was also trimmed of excess detail.
- Other committee plans are in development. The full Commission Plan will be presented to the Commission in May.

D. Committee Co-Chairs:

- ➡ Approved selection of Committee Co-Chairs and will ratify selections at May meeting.

8. EXECUTIVE DIRECTOR'S REPORT:

A. Monthly Priority Task List:

- Mr. Vincent-Jones reported previous priorities have carried over. The one notable addition was submission of a grant to the Robert Wood Johnson Foundation (RWJF) the prior week. The Commission applied two years ago and reached the final approval stage with a proposal that evaluated overall community planning effectiveness.

- The new grant is more closely oriented towards health care reform. In response, the new proposal evaluates how HIV Planning Councils (PCs) have made decisions in preparation for and implementation of the Medicaid 1115 Waiver, Bridge to Reform, which is a precursor to nationwide implementation of the Affordable Care Act (ACA).
- The one-year project will measure HIV PC decision-making, structures, changes, effectiveness and outcomes. All California HIV PCs have agreed to participate. Information will be helpful for HIV PCs nationwide as ACA rolls out.
- It was difficult to find an academic partner in time for the submission so Mr. Vincent-Jones will be the Principal Investigator (PI). Mark Peterson, Center for HIV Identification, Prevention and Treatment Services (CHIPTS), will assist.
- The RWJF prefers PIs who are PhDs and significant researchers so that lack will harm funding chances. Due to the work's importance, the proposal will also be submitted to other foundations. Suggestions for other possible sources of funding are welcome.

B. Miscellaneous:

- ➡ Agreed to reconvene the Commission's Strategic Planning Group by the end of May.

9. DIVISION OF HIV/STD PROGRAMS (DHSP) REPORT: There was no report.

10. CAUCUS REPORTS:

A. Consumer Caucus:

- Mr. Liso thanked the Commission and AIDS Healthcare Foundation for helping consumers testify in Sacramento in opposition to the proposed ADAP cost-sharing proposal. Costs are rising and forcing consumers to make hard choices.
- Mr. Land added PWH commonly have higher levels of co-morbidities than other populations so routinely require multiple medications. That both complicates maintaining stable care and magnifies the financial burden of co-payments. He felt federal and state legislator understanding of the complexity of HIV care has declined as disease care has stabilized and suggested initiating an education campaign on HIV disease management.
- Mr. Johnson said the Ryan White Reauthorization Principles emphasize that Ryan White must be re-envisioned so that funds can be used to identify and fill gaps as ACA rolls out. It will be particularly hard to advocate for that change because gaps will manifest differently across jurisdictions requiring increased local control to effectively address them.
- Mr. Johnson asked about the final SPA-by-SPA report on issues raised during the Roundtables. Mr. Vincent-Jones reported he had not yet completed his summary, which will be the basis for further requests to DHSP. The review has not been prioritized in the Monthly Priority Task List. He added DHSP has already responded to many items and has multiple other priorities including completion of the Service Utilization Report needed for allocation-setting.
- ➡ Mr. Vincent-Jones will develop a letter to the HRSA Project Officer on proposed six-month auditing to start in July.
- ➡ Mr. Vincent-Jones and Mr. Land will discuss how the Consumer Caucus can increase Commission recruitment.

B. Latino Caucus: There was no report.

11. TASK FORCE REPORTS:

A. Health Care Reform Task Force (HCR TF):

- ➡ Remove agenda item as work has shifted to committees.

B. Comprehensive HIV Planning Task Force (CHP TF): There was no additional discussion.

12. STANDING COMMITTEE REPORTS:

A. Joint Public Policy (JPP) Committee:

1. FY 2012 State Budget:

- Mr. Simon reported nothing new was expected on the Budget until release of the Governor's May Revise.
- ➡ Mr. Vincent-Jones will prepare the template letter on preserving HIV services for Consumer Caucus review. The template is intended for broad statewide distribution including through other Planning Councils.
- ➡ Mr. Vincent-Jones is talking to California HIV/AIDS Research Program (CHRP) about renewal of its Managing Scarcity group. Work would dovetail with the Planning Council grant proposal, but CHRP has funding concerns.

2. Ryan White Reauthorization Principles: The Work Group will meet 4/9/2012 to finalize the document prior to presentation at the 4/12/2012 Commission meeting. People are beginning to discuss reauthorization, so timing is good.

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3. **2012 Legislative Docket:**

- Mr. Simon noted JPP would meet 4/3/2012 and would review the docket at that time.
- Mr. Vincent-Jones reported the County takes no position on the budget. Instead, it works with the Governor to identify cost-savings so Commission budget positions should always be identified as such.
- He noted going to Sacramento fostered relations with Intergovernmental Relations which will be helpful.

B. **Operations Committee:**

1. **Member Nominations:**

- Dr. James Jones, Department of Mental Health, was nominated for the Other County Department seat and Dr. LaShonda Spencer for the Part D seat. Ms. Palmeros was also re-nominated.
- Ayanna Kiburi, Office of AIDS, has completed her application and is being scheduled for an interview.
- Tarzana Treatment Center asked Mr. Land to facilitate the next Consumer Advisory Board meeting as the Commission consumer representatives have been disruptive. He was also advised of other area candidates and will bring applications.
- ➡ Mr. Vincent-Jones and Co-Chairs will develop a corrective action plan for Robert Sotomayor.

2. **Assessment of the Administrative Mechanism:** The scope of work will be sent to ISD soon.

3. **Policies and Procedures:** There was no report.

4. **Membership Recruitment:**

- The Department of Health Services has identified a nominee; she is their Chief of Nursing.
- Mr. Vincent-Jones said neither the 2nd nor 3rd District has identified who they wish to nominate as yet.
- Aixa Pagan, a SPA 7 consumer, said she plans to submit an application. She accompanied the Commission to Sacramento.
- ➡ Mr. Land will update Ms. O'Malley on a consumer application that Ms. Palmeros received some time ago.
- ➡ Mr. Vincent-Jones and Mr. Johnson will coordinate to recruit an LA Care candidate to represent health systems.

C. **Priorities and Planning (P&P) Committee:**

1. **FY 2013 Priority- and Allocation-Setting (P-and-A):**

- Mr. Land said P&P began priority-setting at the March meeting and hopes to finish in April. He noted Vision Services was among services ranked and there was some discussion on possibly revisiting its prioritization
- Mr. Vincent-Jones noted this is the first time in many years that categories have been prioritized starting from scratch. It is also the first prioritization since categories were merged from 38 to 17.
- Mr. Vincent-Jones is working with DHSP to speed Service Utilization Report submission. It is needed for allocations.

D. **Standards of Care (SOC) Committee:**

1. **Mental Health Standard of Care:** This standard will combine the Psychiatry and Psychotherapy standards. SOC will review the second draft of the combined standard at its 4/5/2012 meeting.

13. **NEXT STEPS:** There was no additional discussion.

14. **ANNOUNCEMENTS:** There were no announcements.

15. **ADJOURNMENT:** The meeting adjourned at 11:40 am.